

# Secondary Individual Education Plan (Delaware)

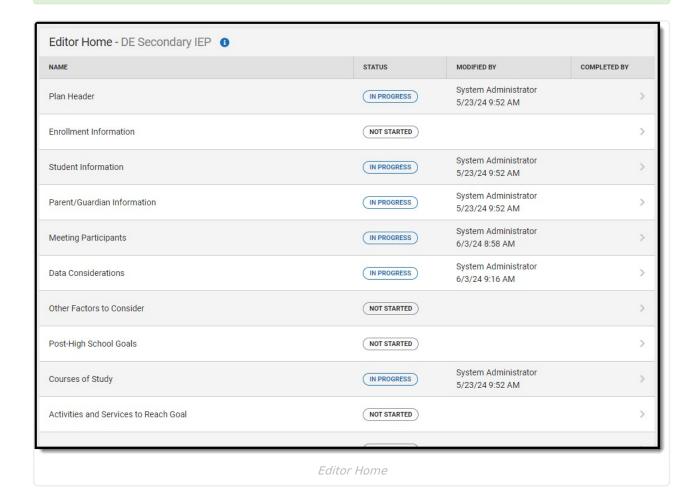
Last Modified on 06/28/2024 10:09 am CDT

Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Text Editors | Editors

Tool Search: Special Ed Documents

The Secondary Individual Education Plan captures secondary student special education information and matches the required documentation provided by the state of Delaware. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

The current print format is **DE Secondary IEP 2024**. Delaware is a State Edition and districts cannot change the plan format.



#### **Editor Home**



The Editor Home lists the editors available, their status, and Modification and Completion information.

Header	Description
Name	The name of the editor.
Status	<ul> <li>The state of the editor. Statuses can be: <ul> <li>In Progress indicates a user has entered and saved data in that editor.</li> <li>Not Started is the default status for all editors.</li> <li>Complete indicates a user has clicked the Complete button on the editor, and the editor is read-only. This does not lock the editor from further editing but indicates the user considers the editor finished.</li> <li>Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student.</li> </ul> </li> <li>The following statuses are only available for certain state-specific documents: <ul> <li>ESign indicates that the editor has functionality related to the eSignature process. See the Delaware Special Ed Plan eSignature Process article for additional information.</li> <li>Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul> </li> </ul>
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the <b>Complete</b> button for that editor.

## **General Information**

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

|--|--|



Button	Description
Save	<ul> <li>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</li> <li>Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information.</li> <li>Save &amp; Stay captures progress and keeps the user on the current editor. This save button is the default save option and is usually found within the detail screen or list editors, such as Goals and Objectives.</li> <li>Save &amp; Next captures progress and navigates the user to the next editor.</li> <li>Save &amp; New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.</li> </ul>
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted records. Manually entered fields do not change when the refresh button is clicked. The user must <b>Save</b> after clicking Refresh to capture changes.  A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	Changes the status of the editor.  • Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete.  • Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read-only. However, this does not lock the editor from further editing. Click the In Progress button to further edit after an editor is marked Not Needed.  • In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.  The following status is only available for the Nevada and Delaware:  • Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Delaware Special Ed Plan eSignature Process article for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click <b>Close</b> to collapse the side panel.



Button	Description
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

# **Editor Types**

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor is displayed. List editors display a list of all records within that editor. Clicking an existing record or the **New** button opens the detail view for an individual record.

# **Editor Lock Out and Release Logic**

Only one user at a time can actively work on an editor. A person with a padlock icon ( ) displays in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

To release an editor, the user must:

- navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting the next editor from the side panel.
- click the Cancel button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

#### **Text Editors**

Images should not be inserted into text fields.

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#### **Editors**

Plan Header | Enrollment Information | Student Information | Parent/Guardian Information | Meeting Participants | Data Considerations | Other Factors to Consider | Post-High School Goals | Course of Study | Activities and Services to Reach Goal | Interagency Supports | Educational Representative After Attainment Age 18 | Team, Parent and Student Certification | Unique Needs/Present Levels/Annual Goals and Benchmarks | Specially Designed Instruction | Supplementary Aids and Services | Transportation | Participation in Statewide Assessments | Discipline | Participation in

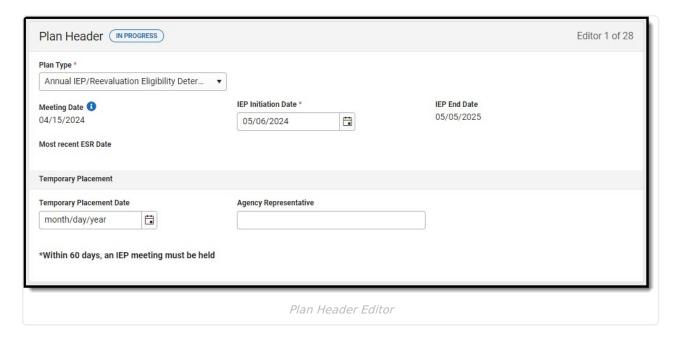


Twelve Month Program | Consideration of Reading-Based Extended School Year Services | Reading-Based ESY Services | ESY | ESY Services | Least Restrictive Environment/Placement | Signatures | Medicaid | Prior Written Notice

#### **Plan Header**

The Plan Header editor stores plan information as well as related dates.

This editor must be saved before entering data into other editors.



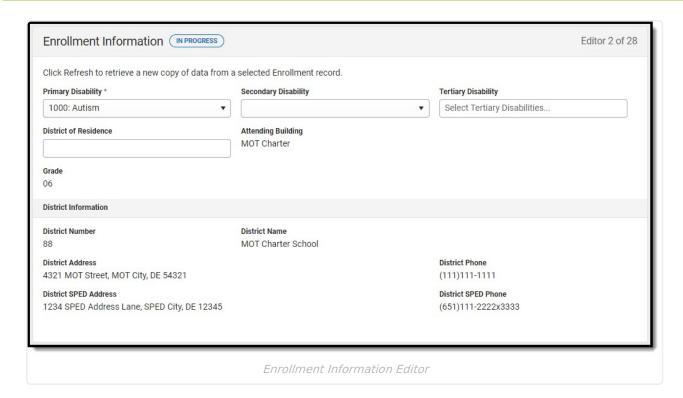
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#### **Enrollment Information**

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled. This editor also documents the student's disability(ies).





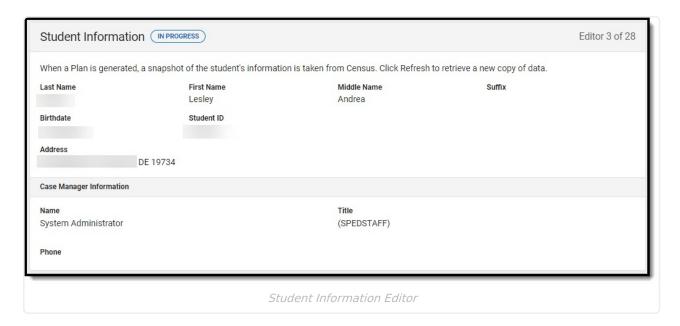
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#### **Student Information**

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record.





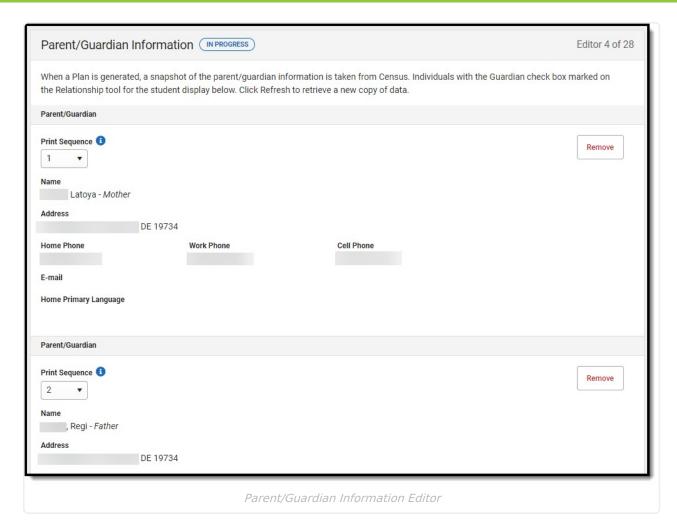
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#### **Parent/Guardian Information**

The Parent/Guardian Information editor pulls the contact information of the student's parent/guardian(s).

The **Refresh** button retrieves a fresh copy of data from the parent/guardian's record.



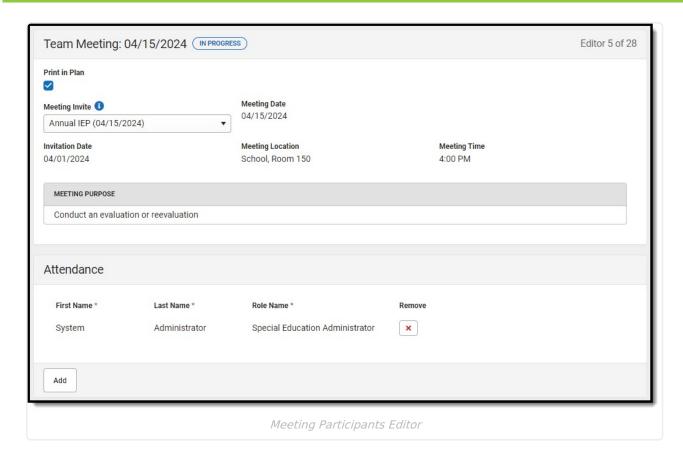


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#### **Meeting Participants**

The Meeting Participants editor records team meetings and participants for the student.



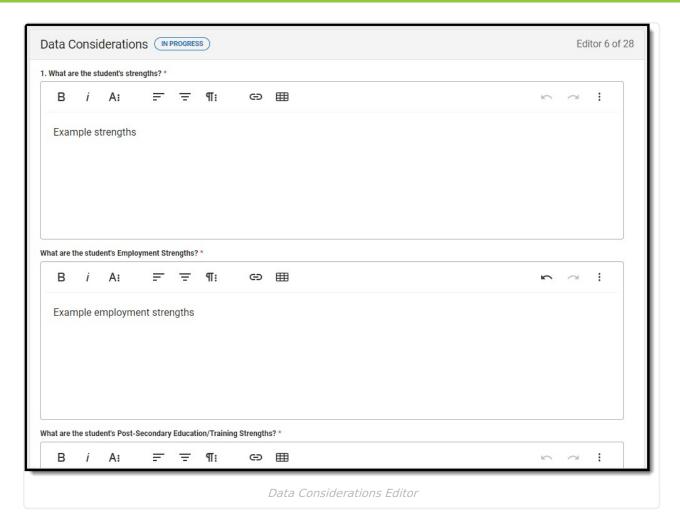


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#### **Data Considerations**

The Data Considerations editor documents the student's strengths and data sources used to analyze the student's performance and the impact of the student's disability.



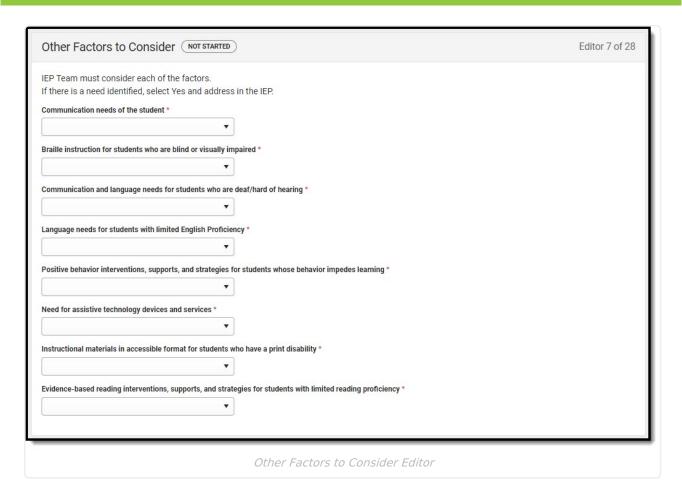


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#### **Other Factors to Consider**

The Other Factors to Consider editor documents the areas the team considers when creating the student's plan.



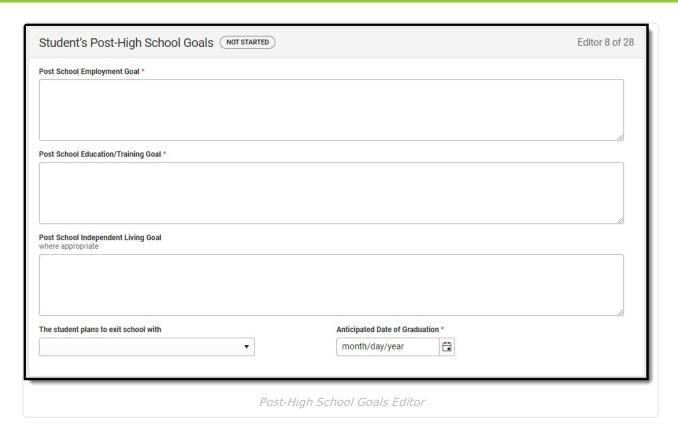


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# **Post-High School Goals**

The Post-High School Goals editor documents the student's post-high school goals.

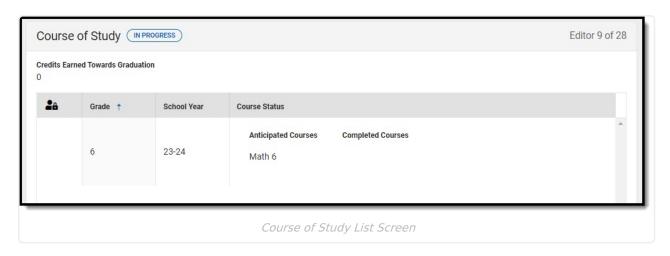




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## **Course of Study**

The Course of Study editor documents the student's anticipated and completed courses for each of their school years.



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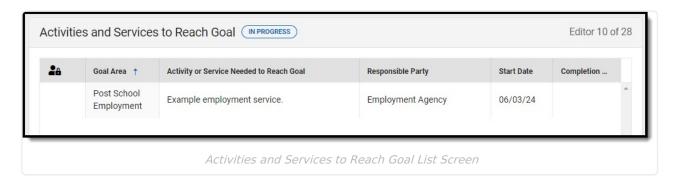
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#### **Activities and Services to Reach Goal**

The Activities and Services to Reach Goal editor documents the activity or service the student needs to achieve their goals.

In order to place this editor in a Complete status, 4 records per goal area, 12 records total, must be saved.

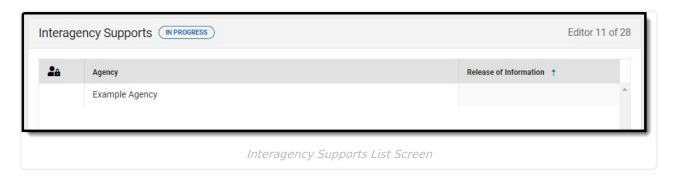


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#### **Interagency Supports**

The Interagency Supports editor documents the contacts for outside agencies responsible for administering support for the student.



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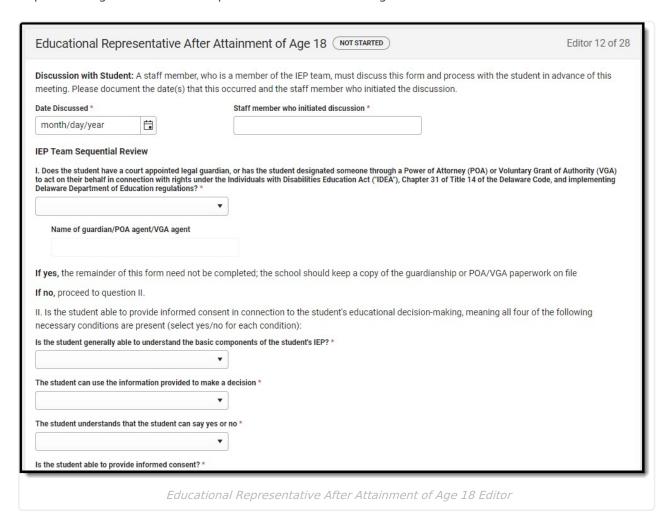
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# **Educational Representative After Attainment Age 18**

The Educational Representative After Attainment Age 18 editor documents the student's legal guardian, power-of-attorney, or voluntary grant of authority agent responsible for acting on their



behalf in connection with rights under the Individuals with Disabilities Education Act (IDEA) and implementing the Delaware Department of Education regulations for them.



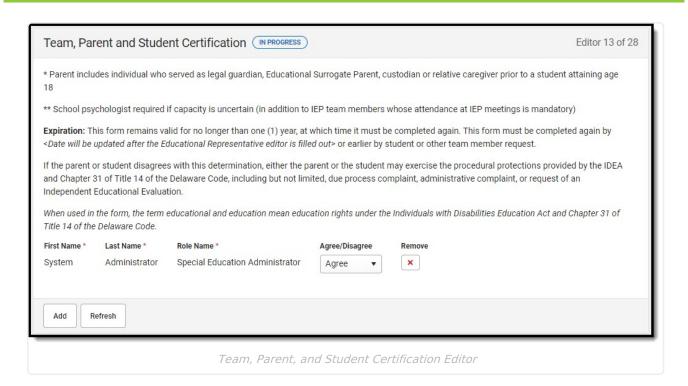
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#### **Team, Parent and Student Certification**

The Team, Parent, and Student Certification editor documents the team's, parent/guardian's, and student's agreement or disagreement with the determination documented in this plan.





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# Unique Needs/Present Levels/Annual Goals and Benchmarks

The Unique Needs/Present Levels/Annual Goals and Benchmarks editor includes the student's present levels of academic achievement and functional performance, including the assessment conducted to determine the level, resulting skills determined, and needs identified. This also includes goals and benchmarks.



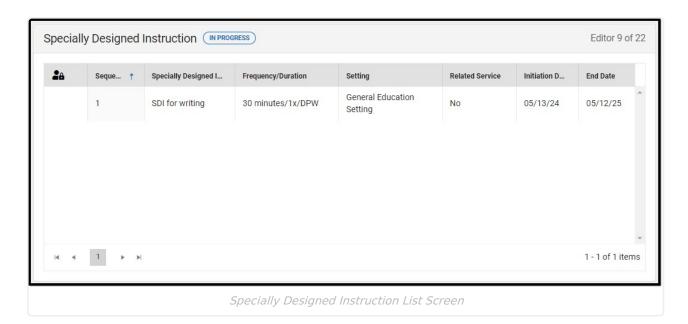
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#### **Specially Designed Instruction**

The Specially Designed Instruction editor lists services for the student in a Special Education setting.

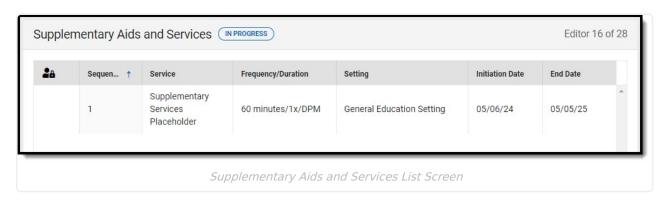




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#### **Supplementary Aids and Services**

The Supplementary Aids and Services editor lists the accommodations and modifications made to assist the student in participating in regular education.



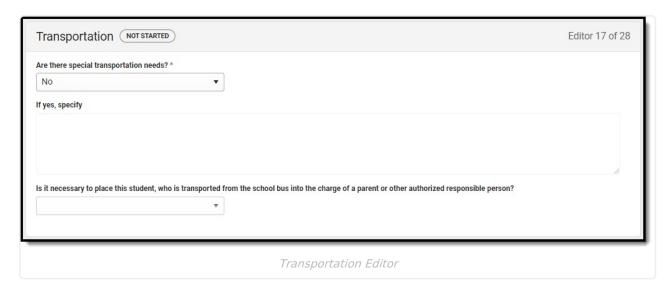
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### **Transportation**

The Transportation editor is used to document the student's transportation needs.

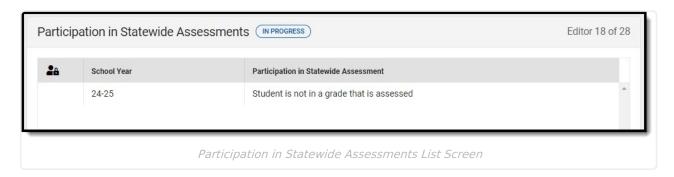




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## **Participation in Statewide Assessments**

The Participation in Statewide Assessments editor documents how the student will participate in statewide assessments.



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#### **Discipline**

The Discipline editor is used to note the student's adherence to the school's code of conduct.

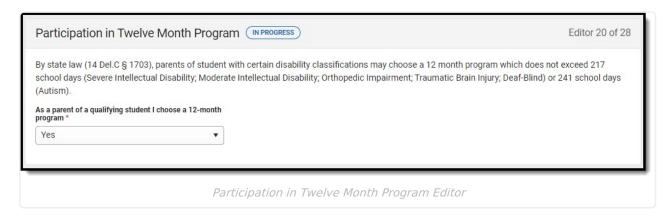




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#### **Participation in Twelve Month Program**

The Participation in Twelve Month Program editor indicates the parent has chosen a twelve-month program for their student. Options are Yes, No, or Not Applicable.

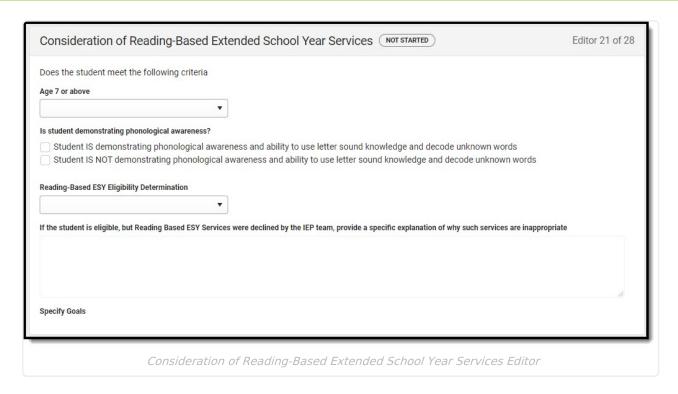


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# Consideration of Reading-Based Extended School Year Services

The Consideration of Reading-Based Extended School Year Services editor documents the student's need for an ESY reading program.

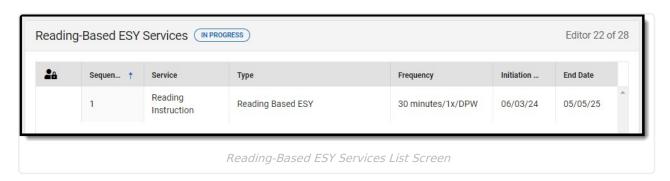




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#### **Reading-Based ESY Services**

The Reading-Based ESY Services editor documents the services provided to the student in an Extended School Year program.



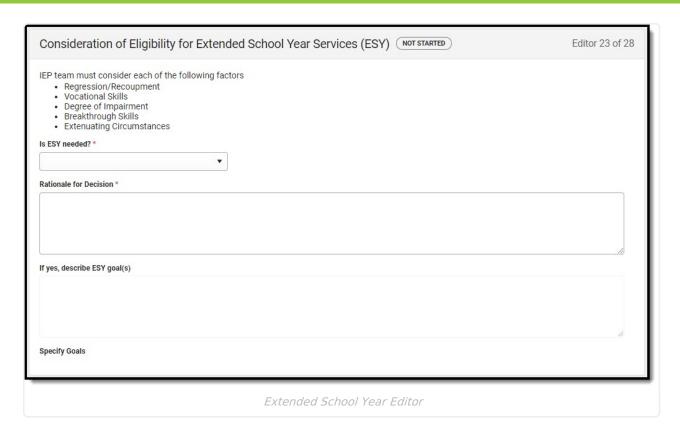
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#### **ESY**

The Extended School Year editor indicates the student requires services beyond the standard school time, such as beyond school hours or during breaks.





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#### **ESY Services**

The Extended School Year Services editor documents the ESY services provided to the student.



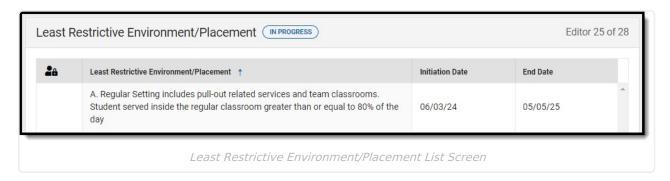
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#### **Least Restrictive Environment/Placement**

The Least Restrictive Environment/Placement editor documents where the student receives services.



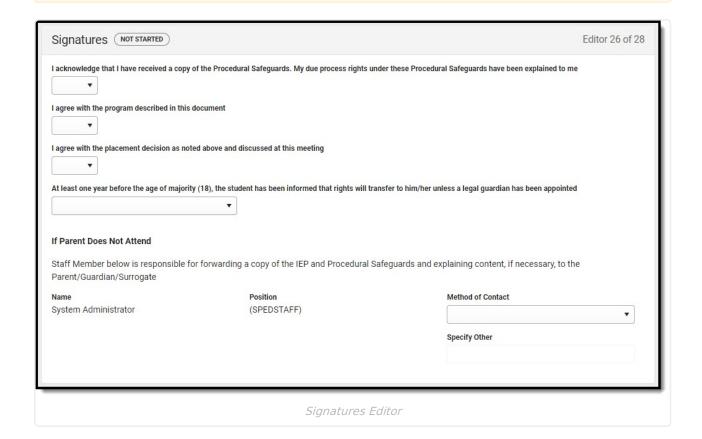


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#### **Signatures**

The Signatures editor documents the parent/guardian(s)' or student's (if over 18) consent of the proposed plan documented in the rest of the IEP.

This editor is often filled out and electronically signed by the student's parent/guardian. In order to send the plan for eSignature, this editor must be placed in the status **Complete Pending eSignature** OR **Not Needed**. See the Delaware Special Ed Plan eSignature Process process article for additional information.





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#### **Medicaid**

The Medicaid Consent editor is used to document the parent/guardian's consent for the district to disclose the student's information in regard to seeking Medicaid funding.

This editor is often filled out and electronically signed by the student's parent/guardian. In order to send the plan for eSignature, this editor must be placed in the status **Complete Pending eSignature** OR **Not Needed**. See the Delaware Special Ed Plan eSignature Process process article for additional information.

Medicaid NOT STARTED	Editor 27 of 28			
I hereby authorize this school MOT Charter to release this student's records and information to Medicaid for the purpose of billing for seeducation and related services that may be provided to this student under 34 CFR part 300.	pecial			
By checking YES and signing this authorization document, I understand and agree that				
<ul> <li>My signature on this form permits the above-mentioned school and/or school district/charter school to use this student's and/or benefits or insurance information to pay for services under 34 CFR part 300, which outlines special education and related service Individuals With Disabilities Education Act</li> <li>My signature is voluntary and services are not dependent on my authorization</li> <li>My signature is valid until such a time that it is revoked</li> <li>I can revoke my approval at any time by writing to the originating agency, which revocation will be valid upon receipt, but which w actions taken prior to receipt of such revocation</li> <li>I have a right to request and receive from the school district or charter school a copy of the records that have been given to Medi</li> <li>I have a right to receive a copy of this consent form</li> <li>Requesting the use of these funds DOES NOT affect this student's rights/your rights to a fair, appropriate public education nor do or your family money. There will be no co-pays, no loss of Medicaid eligibility and no impact on lifetime Medicaid benefits as a reconsent</li> </ul>	ill not affect caid			
By checking NO and signing this document, I am refusing the use of these funds	- 1			
I understand that I have the right to refuse the permission to use these funds to pay for services under 34 CFR part 300, which are education and related services under the Individuals with Disabilities Education Act	e special			
YES, I give the school permission to share this student's education and health-related information with Medicaid, including billing information				
NO, I do not give the school permission to share this student's education and health-related information with Medicaid				
Signed by check only one				
Student (if over 18 years of age) Parent Guardian Custodian				
Medicaid Editor				

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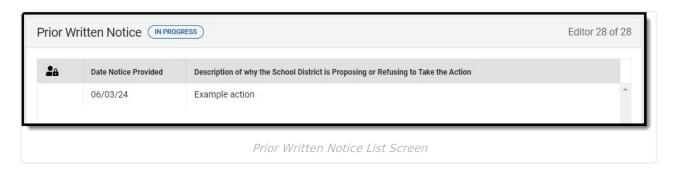


#### **Prior Written Notice**

The Prior Written Notice editor documents the proposed or refused actions considered by the IEP team and the notice dates provided to the parent/guardian(s).

This editor is often filled out and electronically signed by the student's parent/guardian. In order to send the plan for eSignature, this editor must be placed in the status **Complete**Pending eSignature OR Not Needed. See the Delaware Special Ed Plan eSignature

Process process article for additional information.



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